

PROGRAMMER ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Programmer Analyst exists is to perform responsible systems analysis and application programming work on data processing systems for various City departments. This classification is not responsible for the supervision of others. Work is performed under general supervision of a department manager or director.

ESSENTIAL FUNCTIONS

Confers with data processing and City staff to determine needs, problems and specifications of Applications Systems; and develops data processing procedures.

Communicates with users and vendors in a face-to-face setting, or by telephone. Gives instructions, information and responds to questions.

Analyzes requirements as specified by users' to determine programming methods to be used; studies existing processes related to job request; organizes existing documentation information; designs solutions to meet users requests; and develops proposed alternatives to problems.

Develops proposed outputs, includes designing screens, report formats and structuring of data files; and determines and organizes methods and procedures to satisfy user needs.

Codes, and documents programs, on-line and batch; develops and tests all routines; and system tests programs and verifies output results in coordination with users.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Computer equipment, open systems, networking and client-server environments.
Information Systems related terminology, practices and procedures
Information Systems processes, regulations, codes, ordinances and terminology
Application Development and Support practices and procedures

Ability to:

Describe in detail each of the program steps needed in the solution of a problem and arrange these steps in a logical sequence
Translate specifications into a programming language
Be a team player and able to establish and maintain effective working relationships with co-workers, City staff and the general public
Requires the ability to produce written documents with a commitment to quality
Requires the ability to enter data or information into a terminal, PC or other keyboard device

EDUCATION AND EXPERIENCE

Requires a Bachelors Degree in Computer Science, or training and experience equivalent to a degree. Minimum of two years experience in computer programming with some experience in systems analysis. Must possess excellent written and oral communication skills.

FLSA STATUS: Exempt

HR Ordinance Status: Unclassified